
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: All Interested Parties

FROM: Training Section, Assessment Division

DATE: December 2010

RE: First Quarter Level I and II Assessor-Appraiser Certification Course and Examination
Marshall County, Plymouth, Indiana

With the implementation of the new online tutorials for the Level I and II Assessor Appraiser Certification Courses, at this time the DLGF will only offer the traditional onsite Level I and II Certification Courses at the Marshall County Building in Plymouth, Indiana during the first quarter of 2011. The Level I course will be held January 24-28 and the Level II course will be held March 7-11.

The classes are open to all at no charge. The classes will run for four consecutive days, followed by a 5-hour examination on the fifth day. Attendance is limited to 26 registrations. Students are registered on a first come first serve basis. You MUST pre-register for the class no later than three weeks prior to ensure adequate class materials can be prepared. If you do not pre-register, we cannot guarantee your admission in the class. You may register for both courses on the same registration form.

Confirmation that you are registered in the course will come via an email from Donna Bratcher at the DLGF approximately three weeks prior to the course start date. If you do not receive an email registration confirmation, please contact Donna at 317-233-0166 or by email at dbratcher@dlgf.in.gov to confirm your registration form was received.

Class Description

Classes will begin at 9:00 a.m. and end at 4:00 p.m. Monday – Thursday. On Friday, the examination will run five (5) consecutive hours from the beginning of the examination at approximately 9:00 a.m. and will end no later than 3:00 p.m. on Friday, local time. You will be asked to provide a photo ID on the examination day.

The Level 1 course will consist of the following:

- Cost Approach using Book 1 of the 2002 Real Property Assessment Guidelines
- Introduction to the Sales Comparison Approach
- Introduction to the Income Approach

The Level 2 course will consist of the following:

- Cost Approach using Book 2 of the 2002 Real Property Assessment Guidelines
- Sales Comparison Approach
- Income Approach

Supplies to Bring With You

For Level I:

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 1, a calculator, highlighter, notepads, pencils, 12-inch ruler.

For Level II:

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 2, a calculator, highlighter, notepads, pencils, 12-inch ruler.

2002 Real Property Assessment Manual and Guidelines

If you need a set of the 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2) you can either print it out yourself by going to <http://www.in.gov/dlgf/4702.htm> or indicate on the registration form and a copy will be available for you at the class site. These are available free of charge to Indiana County officials and employees. All others must pay a \$25.00 fee (checks only) to purchase the books on the first day of class. The instructors do not have a receipt book; your canceled check will be your receipt.

Special Accommodations

If you have a physical impairment that will require special accommodations, we ask that you give us advanced notification. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

Examinations

The objective of the Level I and Level II examinations is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The examination will test practical applications used in the performance of the duties associated with the office.

The examinations are open to all at no charge. However, in accordance with IC 6-1.1-35.5-7, "a person who is successful on the level one examination may apply for and take the level two examination", therefore you must take the examinations in order and the examinations cannot be taken on the same day.

The examinations are open book, and are based on the course materials and problems worked during the class. You may use any notes, manuals or other relevant materials during the examination. In order to answer some of the questions you will have to work some problems. The examinations will consist of 50 multiple-choice questions of two points each. Passing grade is 70 points.

The examination will run five (5) consecutive hours from the beginning of the examination at approximately 9:00 a.m. and will end no later than 3:00 p.m. local time. You will be asked to provide a photo ID when you arrive. During the examination, there will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

Directions to the Marshall County Building

112 W Jefferson St, Room 207

Plymouth, IN 46563

(574) 935-8545

Directions: Coming from either west or east: Take US 30 to Plymouth, turn South on SR 17 exit (Michigan Street). Go south about 1 mile to Jefferson Street, turn right and the building will be on the right. Coming from the north or south: Take US 31 to US 30 and go west on US 30 to the Plymouth (SR 17) exit. Once you get off on SR 17, follow the directions above.

LEVEL 1 AND 2 COURSE/EXAMINATION REGISTRATION FORM

Please scan and email, fax or mail to

Donna Bratcher
Dept of Local Government Finance
100 N Senate Ave, Rm N1058
Indianapolis, IN 46204
dbratcher@dlgf.in.gov
Ph: 317-233-0166 or Fax 317-232-8779

Name: _____ Maiden: _____

Employer: _____

Your Title: _____ Date of Birth: _____

Preferred Mailing Address: _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____

(Confirmations will only be sent via email, two weeks prior to class start date)

Books and Manuals:

Please reserve a set of the 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2) ☐
(These will be available the first day of class, if reserved. There is no charge for county officials and employees, but others must pay a \$25 fee each.)

Please register me for the following course(s):

_____ Level 1 Course – January 24-28, 2011 Marshall County Building, Plymouth, Indiana

_____ Level 2 Course – March 7-11, 2011 Marshall County Building, Plymouth, Indiana